



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 17, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 19, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, June 2, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

OS II

Standard Sign Unit Chief
Bureau of Operations
Highways
Springfield

Attachments
40790

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@illinois.gov by **Thursday, June 2, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Operations Supervisor II

Salary Range: \$6,185 - \$9,185

Position Title: Standard Sign Unit Chief

Union Position: ☐ Yes ☒ No

Position Number: PW752-23-50-604-10-02

IPR#: 40790

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Bureau of Operations/1135 West Reynolds, Springfield, IL

Description Of Duties:

This position is accountable for directing and coordinating the Standard Sign Unit activities to efficiently and cost-effectively rehabilitate, manufacture, and deliver adequate standard highway signs to all districts for maintenance of the departmental statewide sign network. This position performs administrative/supervisory functions including: personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Statewide travel which may include overnight stays

The following criteria is desired:

- Knowledge and skill equivalent to the completion of three years of college with the major course of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering
- Experience with Sign Cad, Access, and Excel computer systems
- Experience with material inventory tracking and records
- Working knowledge of the function and application of public relations in problem areas
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to maintain harmonious relationships with employee, agency officials and general public
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

***This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	June 14, 2013	POSITION:	Standard Sign Unit Chief
APPROVED BY:	<u>Justan Mann</u>	OFFICE/DIVISION:	Division of Highways/Bureau of Operations
CODE:	PW015-23-50-604-10-02	REPORTS TO:	Central Sign Shop Chief

Position Purpose

This position is accountable for directing and coordinating the Standard Sign Unit activities to efficiently and cost-effectively rehabilitate, manufacture, and deliver adequate standard highway signs to all districts for maintenance of the departmental statewide sign network. This position performs administrative/supervisory functions including: personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

Dimensions

Staff:	10
Annual Operating Budget:	\$2 Million
Annual Contractual Services Budget:	\$1.6 Million
Annual District Furnished Signs:	60-70,000 (400 – 450,000 sq. ft.)
Annual Signs Refurbished:	45,000 (3,000 sq. ft.)
Annual Special Orders and Deliveries:	100
Annual Separate Sign Sizes and Designs Manufactured:	1,100

Nature and Scope

This position reports directly to the Central Sign Shop Chief as do the Freeway Sign Unit Chief and the Administrative Support Technician. Reporting to this position are the Highway Maintenance Lead/Lead Worker, the Storekeeper, Silk Screen Operator, Maintenance Worker, and two Highway Maintainer positions.

Under direction of the Central Sign Shop Chief, the incumbent is responsible for the technical design, layout, fabrication and statewide delivery of all standard highway signs as well as the return of old, damaged or obsolete signs and assemblies for reclamation and redeployment into the system. This position ensures the timely delivery of completed signs and materials to the districts through effective assignment of staff workloads, completion dates and delivery schedules. S/He maintains adequate completed signs and sign fabrication material inventories without committing excessive resources in stockpiled goods. The incumbent serves as the unit Physical Control Officer and is responsible for the maintenance and security of the Central Sign Shop facility, fabrication equipment, delivery vehicles and equipment.

The greatest challenge is the manufacture of a high-quality product and its provision to any point statewide in an expedient manner while maintaining a cost-effective operation. Typical problems encountered include: (1) the prudent utilization of manpower, production materials and equipment to meet constantly changing district demands; (2) development of sign designs that incorporate the most effective and economical combination of size, legibility, reflectance, durability, and substrate material; (3) maintaining an effective working relationship with district Traffic Operations personnel; and (4) technical analysis, evaluation and approval of new materials, techniques, and equipment for sign manufacture.

The incumbent is personally responsible for supervising the activities of staff to ensure execution of assigned duties in a timely manner. This position recommends purchase of commodity items and new or replacement equipment as required, approves scheduling of invoices and expenditures within scope of unit authority, and provides fiscal planning data for formulation of the Section's annual appropriation request. S/He evaluates sign manufacturing materials. This position ensures submittal of test samples to the Bureau of Materials and Physical Research when appropriate to verify compliance with purchase specifications and notifies appropriate staff with results of field/laboratory evaluation of sign fabrication materials. As necessary, this position conducts internal materials analysis and certification based on departmental specifications. The incumbent conducts grievance/disciplinary grievances and provides Labor Relations with timely support in the resolution of such matters. The incumbent assists Labor Relations in negotiations of collective bargaining agreements and may be called upon to participate in the negotiation process. In conjunction with the xx, s/he counsels staff regarding work performance; approves time off; adjusts first-level grievances; effectively recommends/initiates discipline; prepares and signs performance evaluations; and coordinates staffing needs.

Storekeeping/inventory functions, reclamation/preparation of sign blanks, application of sign messages, delivery of completed signs, maintenance and repair of Central Sign Shop building and grounds, and maintenance and repair of equipment responsibilities are accomplished through the following staff: a Highway Maintenance Lead/Lead Worker, Highway Maintainers, a Maintenance Worker and a Silk Screen Operator.

The incumbent recommends actions on personnel matters for staff as well as the incorporation of new manufacturing materials and techniques, and the preparation of formal technical reports on evaluation activities. S/He ensures appropriate work safety training and information is provided to staff and operates within established departmental/state/federal rules and regulations, negotiated rate and Personnel Code work rules.

Internal contacts include district Operations Engineers, Central Bureau of Operations management and Bureau of Materials and Physical Research personnel to coordinate delivery schedules, long-range planning needs, technical design alterations, specification changes, and product evaluations. External contacts include vendors and suppliers of materials, equipment and services to ensure adequate high-quality materials are available to avoid production slowdowns and that the Highway Sign Shop facility and manufacturing equipment are maintained to a high degree. Travel may be required of this position.

The effectiveness of this position is measured by the technical proficiency of evaluation activities, the quality of signs manufactured and availability of completed signs to departmental offices statewide, the efficient maintenance of fabrication material and finished product stock levels without excessive inventory, and the continuing organization and appearance of the Central Sign Shop grounds.

Principal Accountabilities

1. Directs and supervises operation of the Standard Sign Unit. In conjunction with the Central Sign Supervisor, counsels staff regarding work performance; approves time off; and adjusts first-level grievances; prepares and signs performance evaluations; and coordinates staff needs.
2. Supervises the manufacture and delivery of all standard signs used statewide. Coordinates the return, salvage, reclamation, and redeployment of old, damaged, and obsolete standard highway signs.
3. Ensures submittal of test samples to the Bureau of Materials and Physical Research. As necessary, conducts internal materials analysis and certification. Notifies appropriate staff with results of field/laboratory evaluation of sign fabrication materials.

4. Oversees the maintenance and repair of the Highway Sign Shop grounds, production equipment and delivery vehicles.
5. Recommends purchase of raw materials, new and replacement equipment. Provides section fiscal and production data for preparation of the annual budget allocation request.
6. Serves as liaison with district personnel. Conducts presentations regarding unit activities.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.